

Instructions for Backing up Documents Using iFolder

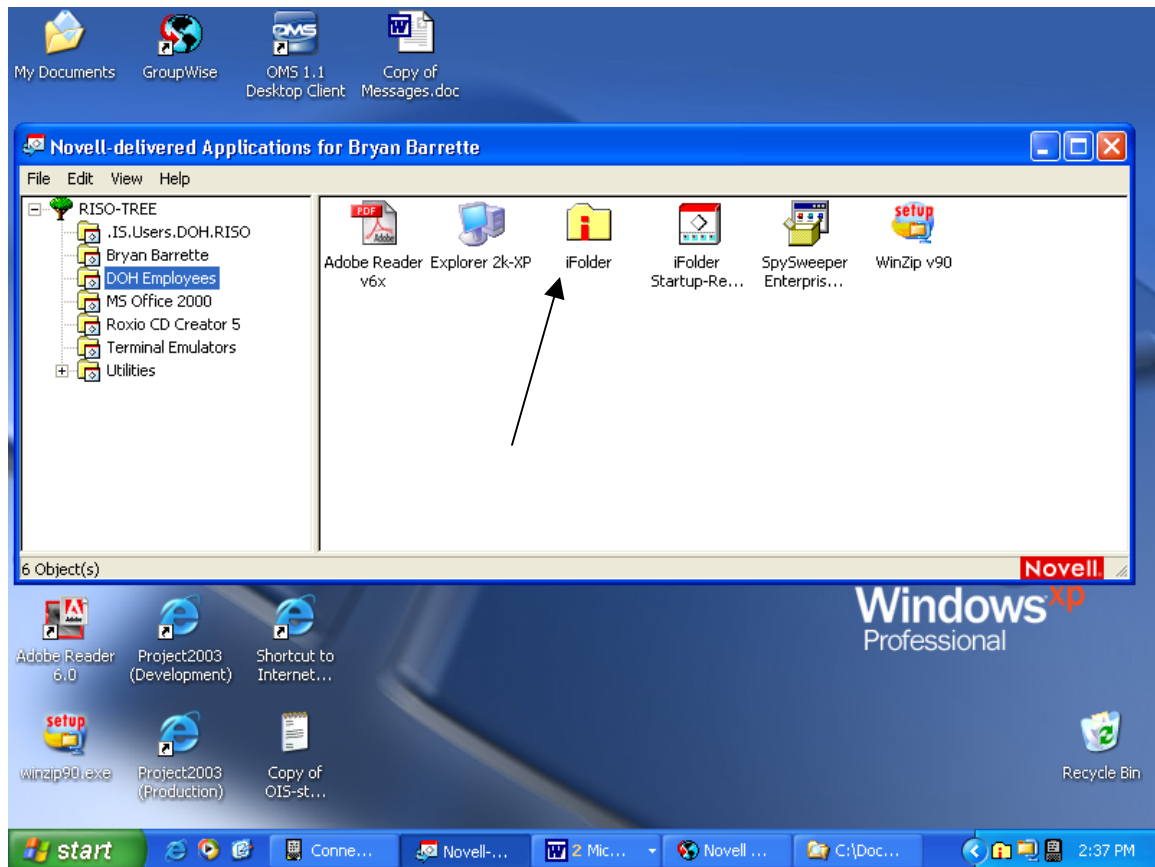
- 1) Whenever you logon to your workstation, you will also need to logon to iFolder



by clicking the iFolder icon located on the Novell application window under



. If you do not see this icon, reboot your computer. At the iFolder logon prompt, enter the same account name and password used to log onto your workstation. Ignore the “iFolder Startup-Removal” icon.



- 2) The iFolder is located under “C:\Documents and Settings\username\My Documents\iFolder\username \Home”
Under this folder are a number of subfolders that can be used to store various document types. For example, “Word”, “Excel”, “DB”, “User” folders for keeping your documents organized. You can create additional ones.
- 3) Once logged into iFolder, only folders and documents stored under the “iFolder\username\home” folder will be “mirrored” onto a network drive that is backed up nightly. Any changes you make to a document under your iFolder will be reflected onto the network drive every 20 seconds. In the event your

workstation crashes and is not recoverable, documents previously stored under the iFolder can be restored to a new computer.

- 4) After successfully logging on to iFolder, a small icon will appear in the system tray (to the left of the time clock, usually at the lower right corner of your screen).



This icon resembles a manila folder with a red “i” in it. Right clicking on this icon and selecting “Account information” will show you the status of your iFolder. To view what documents are contained in the iFolder, double click on the iFolder icon on your Desktop.

- 5) There are two ways to save documents under iFolder: you can save a new document directly to one of the subfolders under the “iFolder” from Word or Excel directly, or you can move existing documents under one of the appropriate subfolders under “iFolder”. To move an existing folder simply drag and drop the existing folder onto the specific location under the “iFolder”. Either way, this location is now the new “home” for these documents.
- 6) **WARNING!** Avoid logging into iFolder on any other computer other than your own workstation. Doing so may cause documents to be deleted improperly!
- 7) The Maximum storage for the iFolder is 100 megabytes so do not store Groupwise archive emails, databases, or photos under the iFolder. Documents that are archived can be backed up to CD. If you have work-related documents that cannot be backed up to CD due to size or practicality, please email techsupport (and CC: your supervisor) indicating what the document types are (spreadsheet, word, or other), what they are used for and the total size of what you need to backup. You should always delete any documents or emails that have no value to reduce your backup requirements. HEALTH IT will review your techsupport request and make a recommendation as to the best method for your additional backup needs.